

Arizona Department of Environmental Quality Annual Waste Reduction and Recycling Questionnaire

Fiscal Year **2002**: July 1, **2001** to June 30, **2002**

Jurisdiction: _____

This questionnaire contains the following five sections.

Section I: Arizona Community Recycling Collection Survey. This section requests basic information about your jurisdiction and the materials your programs recycle.

Section II: Description of Waste Reduction and Recycling Activities. This section provides a complete checklist to obtain information concerning the existing waste reduction and recycling activities in your community.

Section III: Community Recycling Programs and the Recycling Opportunities and Impediments. This section requests narrative descriptions of the waste reduction and recycling activities within your jurisdiction. These include public, private, and non-profit organizations. It also requests comments regarding unique recycling opportunities, impediments or disincentives encountered in your community.

Section IV: Financial Information. This section consists of tables for reporting financial data on a quarterly or annual basis, including operational costs, revenues and avoided costs.

Section V: Information Concerning Specific Programs. This section requests information concerning programs of special interest. These programs include the materials accepted by your jurisdiction's various recycling programs, and household hazardous waste collection programs.

Please type or neatly print your responses. Extra pages can be attached for information that does not easily fit into the spaces provided. **Solid waste related staff reports, waste studies and plans, related public information materials, and magazine or newspaper articles may be attached and are an excellent source of detailed information that we may not otherwise obtain.** You may find it convenient to make a copy of the questionnaire for use in record keeping and for future reports.

The information gathered through the questionnaire will be compiled, edited and published by the State Recycling Program in its Annual Report to the Governor and Legislature, and in a series of special reports. These reports will be used to provide information about recycling in Arizona, as marketing tools to attract recycling businesses to the state, and as networking tools for organizations interested in developing successful waste reduction and recycling programs.

I: Arizona Community Recycling Collection Survey

This portion of the survey requests basic information concerning your jurisdiction. This includes contact information, demographics, economic activity, computer information, and the types and volumes of material collected.

Community Information	City:	_____
	County:	_____

Contact Information	Contact:	_____
	Title:	_____
	Phone:	_____
	Fax:	_____
	E-mail address:	_____
	Web page address:	_____
	Organization:	_____
	Department:	_____
	Mailing address:	_____
City:	_____	
Zip:	_____	

Computer Information	Would your office be interested in receiving future information via e-mail?	Yes []	No []
	Does your office have access to the world wide web?	Yes []	No []

2002 Population Information

Jurisdiction's Total Population:

Fiscal Year 2002 Residential Recycling Collection Information

Household Type Served	Total # of Households in Collection Area	# of Households Served with Municipal Sponsored Curbside Recycling ^[1]	# of Households Served with Private Subscription Curbside Recycling ^[1]	# of Municipal Sponsored Drop-off Recycling Sites	# of Private Drop-off Recycling Sites
Single-Family (one to four units)					
Multi-Family (four or more units)					
Total number of Households/sites					

Residential

Demographic

Information

Landfills and Material Recovery Facilities Utilized^[1]

Landfill	Proportion of Population Served	"MRF"	Proportion of Population Served
	%		%
	%		%
	%		%
	%		%
	%		%
	%		%
	100 %		100 %

[1] Includes collection by private contractors under municipal contract.

**Recycling
Collection
Economic
Activity**

Type of Economic Activity	Fiscal Year 2002
Total Number of Employees ^[2] (#)	
Private Employees ^[2] (#)	
Public Employees ^[2] (#)	
Total Capital Investment(\$) ^[3]	
Total Number of Trucks (#)	
Total Capital for Trucks (#)	
Total Number of Containers (#)	
Total Capital for Containers (\$)	
Other Collection Equipment (\$) (<i>Please describe on next table</i>)	
Total Capital for Collection Equipment (\$)	

Other Collection Equipment Description

Equipment Description	Unit Replacement Cost	Quantity	Total Replacement Cost
1.			
2.			
3.			
4.			
5.			

^[2] Measured as full-time equivalent (40hrs/wk) employee.

^[3] Capital value based on your estimate of current replacement cost.

**Recycling
Processing
Economic
Activity**

Type of Economic Activity	Fiscal Year 2002
Total Number of Employees ^[2] (#)	
Private Employees ^[2] (#)	
Public Employees ^[2] (#)	
Total Capital Investment(\$) ^[3]	
Capital Investment in Land (\$)	
Capital Investment in Buildings (\$)	
Capital Investment in Equipment (\$)	
Other Capital for Processing (\$) <i>(Please describe on next table)</i>	
Total Capital for Processing Equipment (\$)	

Other Processing Equipment Description

Equipment Description	Unit Replacement Cost	Quantity	Total Replacement Cost
1.			
2.			
3.			
4.			
5.			

^[2] Measured as full-time equivalent (40hrs/wk) employee.

^[3] Capital value based on your estimate of current replacement cost.

Fiscal Year 2002 Material Collected for Recycling

Material ^[4]	Total Collected		Curbside Collection		Drop-off Collection		Exported out of State	
	MSW ^[5]	Non-MSW ^[5]	MSW	Non-MSW	MSW	Non-MSW	MSW	Non-MSW
PAPER								
ONP								
OCC								
High Grade Paper								
Mixed Paper								
Phone Books								
Pulp Substitutes								
PLASTIC								
PET Clear								
PET Green								
PET TOTAL (#1)								
HDPE Natural								
HDPE Colored								
HDPE TOTAL (#2)								
LDPE TOTAL (#4)								
PS TOTAL (#6)								
METALS								
Aluminum Cans								
Steel Cans								
Steel/Iron Scrap								
Non-ferrous Scrap								
ORGANICS								
Yard Trimmings								
Wood Waste								

^[4]See acronym list on the back of the cover sheet.

^[5]See definitions of waste types on the bottom of the next page.

Fiscal Year 2002 Material Collected for Recycling (Continued)

Material	Total Collected		Curbside Collection		Drop-off Collection		Exported out of State	
	MSW	Non-MSW	MSW	Non-MSW	MSW	Non-MSW	MSW	Non-MSW
GLASS								
Flint (Clear)								
Amber (Brown)								
Green								
Mixed								
MISCELLANEOUS								
Tires								
Oil								
Oil Filters								
Textiles								
Construction and Demolition Debris								
Wire and Cable								
OTHER^[6] (specify below)								
Asphalt								

^[6]Other can include, but is not limited to mattresses, box springs, household batteries, fluorescent tubes, pallets.

Definitions:

Municipal solid waste (MSW) includes wastes such as durable goods, nondurable goods, containers and packaging, food scraps, yard trimmings, and miscellaneous inorganic waste from residential, commercial, institutional, and light industrial sources.

Examples of waste from these categories include: appliances, automobile tires, newspapers, clothing, boxes, disposable tableware, office and classroom paper, wood pallets, cafeteria wastes, and all other post-consumer wastes.

Non-Municipal solid waste (Non-MSW) includes all wastes that are not considered municipal solid waste.

Examples of waste of this type include: construction and demolition debris, automobile bodies, municipal sludges, agricultural wastes, industrial sludges, industrial process wastes, and all pre-consumer wastes even though they might be disposed of in municipal landfills or incinerators.

II: Description of Waste Reduction and Recycling Activities

This portion of the survey asks you to describe the waste reduction activities in your community by completing a checklist. Activities should include, public programs, private industry, and programs originating from non-profit organizations.

A. Please fill in the boxes below to describe your waste reduction activities.

1. Waste Prevention (Source Reduction)	Yes	No	Being Considered
a. Material Bans or Discouragements (Materials) _____			
b. Buy Recycled Policy (Procurement Preference Policy)			
c. Changed Consumer Habits			
d. Other Techniques (Source reduction programs) _____			
2. Waste Reduction Planning			
a. Active Waste Reduction/Management/Planning Committee (Meets 4 or more times per year)			
b. Waste Audits Conducted			
(1) Full Waste Stream			
(2) Residential			
(3) Commercial			
(4) Institutional			
(5) Industrial			
c. Material Recovery Facilities (MRF's)			
(1) Active MRF's (Within jurisdiction or used by jurisdiction)			
(2) Feasibility Study Completed			
(3) Feasibility Study in Progress			

3. Reuse Activities	Yes	No	Being Considered
a. Appliances Refurbished			
b. Automobile Salvaging			
c. Used Clothing			
d. Used Furniture and/or Household Goods Facilities			
e. Other _____			
4. Green/Wood Waste Diversion (Composting, Mulch Production, etc.)			
a. Chipping/Shredding only			
(1) Public			
(2) Private			
b. Municipal Mulching			
c. Municipal Composting (Windrows)			
d. In-Vessel Municipal Composting			
e. Separate Pick-up Service of Compostable Materials			
(1) Public			
(2) Private			
f. Backyard Composting Encouragement Programs			
g. Yard Waste Bans			
5. Recycling Activities			
a. Curbside Collection			
(1) Public			
(2) Private (Subscription based)			
(3) Public/Private			
(4) Non-Profit			

Recycling Activities (Continued)	Yes	No	Being Considered
b. Drop-off Collection			
(1) Public			
(2) Private			
(3) Public/Private			
(4) Non-Profit			
c. Mobile Unit Collection			
(1) Public			
(2) Private			
(3) Public/Private			
(4) Non-Profit			
d. Commercial, Institutional, Industrial Programs			
(1) Public			
(2) Private (Subscription based)			
(3) Public/Private			
(4) Non-Profit			
e. Jurisdictional In-House Programs (Offices)			
f. Special Event Collections			
(1) Household Hazardous Waste			
(2) Phone Books			
(3) Christmas Trees			
(4) White Goods (Discarded Appliances)			
(5) Used Oil			
(6) Cardboard			
(7) Other _____			
6. Public Education Programs			

a. Bilingual Literature/Education Offered			
Public Education (Continued)	Yes	No	Being Considered
b. Public Speakers and Presentations			
c. Workshops and Seminars			
d. Tours/Field Trips (video, Cable channel, website)			
e. Printed Materials (Please supply examples, if available)			
(1) General Information (Pamphlets, Brochures, Flyers, Point of Focus Mailings)			
(2) Technical Assistance (Publications, Handbooks)			
(3) Newsletter			
f. Hotline/Personal Assistance by Telephone			
g. Website			
h. Videos			
i. Cable Channel			
j. Coverage by News Media			
k. Information Used in School Curriculums			

III: Community Recycling Programs, Recycling Opportunities and Impediments to Recycling

This portion of the survey asks you to give information concerning your community's recycling programs, and the opportunities and impediments you have experienced in recycling. Question 1 asks you to describe the recycling programs offered by your jurisdiction. Question 2 asks you to identify any unique opportunities your community has for recycling and question 3 asks you to identify the impediments that prohibit recycling, or inhibit your community's recycling programs from reaching their full potential.

A. Please answer the following questions with descriptive narratives concerning the recycling programs in your community.

If possible, please enclose copies of the following that could be used in articles or reports: (1) solid waste related staff reports to elected and appointed officials, (2) waste studies and plans, (3) any related public information materials distributed in your community, and (4) available photographs illustrating community waste management activities.

- 1. Describe below your local government's waste reduction, green/wood waste diversion, and recycling programs. If your jurisdiction does sponsor any of these programs please identify any recycled material processors and/or **manufacturers** that receive your material, so we may avoid double counting. We encourage you to have these activities announced by the Arizona Environmental/Recycling Hotline. To place activities on the hotline call **Anne Reichman** at (602) 224-5444, or you may E-mail her at **ARreichman@cleanup.org**.**

2. **What unique recycling opportunities do you believe encourage your community's recycling efforts?**

- 3. What unique recycling impediments or disincentives do you believe discourage your community's recycling efforts?**

IV: Financial Information

The following section asks for financial information related to the operation of your jurisdiction's recycling programs. Part A requests the costs associated with running the programs. Part B asks for revenues generated by your recycling programs. Part C asks for you to identify any avoided costs provided by your recycling programs.

A. Operating Costs

1. **Please use the table below to report the quarterly operating costs of the recycling programs operated by your community for Fiscal Year 2002.**

The term program refers to the recycling program title, such as curbside, drop-off, HHW, and green waste. Costs can be given on a quarterly, or annual basis. For the purposes of this report, operating costs are defined as all expenditures necessary to deliver the waste reduction programs. This includes, when applicable, land, insurance, direct and support personnel, overhead, consultants, construction, additional procurement program costs (buy recycled), and other related costs.

Program	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Annual
					\$
Combined Operating Costs:					\$

2. **Comments:**

3. **How are your recycling programs funded?**

B. Revenues

1. **Please use the table below to report the quarterly revenues generated by the sale of recycled materials collected in your community.**

The term program refers to the title of the recycling programs generating income for your community. Revenues can be given on a quarterly, or annual basis.

Program	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Annual
					\$
Combined Sales Revenue:					\$

2. **Comments:**

C. Avoided Costs

1. Please use the table below to report the quarterly costs avoided by recycling materials in your community.

Costs refers to the type of costs avoided by recycling, such as processing costs, disposal fees, extended landfill lifetime, etc. Costs avoided can be given on a quarterly, or annual basis.

Program	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Annual
					\$
Combined Avoided Costs:					\$

2. Comments:

V: Information Concerning Specific Programs

This portion of the questionnaire asks for information concerning programs of specific interest to individuals and private companies who have contacted us for information. This information includes: (A) what materials are accepted by your jurisdiction's various recycling programs and (B) household hazardous waste collection programs.

A. Materials Accepted

1. Please fill in the table below to identify precisely what materials are accepted by your jurisdiction's recycling programs.

Materials listed in the first column represent the commodities and materials reported recycled in Arizona last year. Check the box under the appropriate program type if the material is accepted by that program.

Material	Residential Curbside	Drop-off	Commercial, Industrial, Institutional	In-house	Special Events
Paper					
Cardboard (OCC)					
Newspaper (ONP)					
Mixed Paper (Residential)(MP)					
Clipboard					
Magazines					
Paper Bags (Kraft Paper)					
Phone Books					
Mixed Office (OP)					
White Ledger					
Colored Ledger					
Computer Printout Paper (CPO)					
Green/Wood Waste					
Yard Waste					
Christmas Trees					
Wood Waste (Dimensional wood)					
Metal (Scrap)					
Aluminum					
Aluminum Cans					

Material	Residential Curbside	Drop-off	Commercial, Industrial, Institutional	In-house	Special Events
Aluminum Foil					
Scrap Aluminum					
Steel					
Steel Cans (Tin Cans)					
White Goods					
Oil Filters					
Scrap Steel					
Copper					
Auto Batteries (Lead)					
Plastic					
PET					
PET Soda Bottles					
PET Clear Soda Bottles					
PET Green Soda Bottles					
PET Clear Custom					
Other PET					
HDPE					
HDPE Natural (Milk bottles)					
HDPE Colored					
Plastic Films (grocery bags)					
Polystyrene #6					
Other Plastic					
Glass					
Clear					
Brown					
Green					
Mixed					
Textiles					
Household Hazardous Waste					
Used Oil					
Antifreeze					

Material	Residential Curbside	Drop-off	Commercial, Industrial, Institutional	In-house	Special Events
Paint					
Used Tires					
Asphalt					
Other _____					

C. Household Hazardous Waste Program

This section request information concerning any programs aimed at recycling household hazardous waste within your jurisdiction.

- How much material did your household hazardous waste program collect in Fiscal Year 2002? Which materials were recycled, and how were the other materials disposed of?**

Unit refers to the unit of measure for that material (pounds, gallons, tons, pieces, etc.).
Method of recycling/disposal refers to method in which HHW materials were recycled and/or how they were disposed.

Material	Unit	Amount Collected	Amount Recycled	Method of Recycling/Disposal
Car Batteries				
Used motor oil				
Paint				
Antifreeze				

2. Comments

The information provided above is accurate and complete to the best of my knowledge. Copies of available information about our community's waste stream, waste management practices, and plans are attached.

Signature of Person Completing Questionnaire

Date

Printed (Typed) Name and Title

Telephone Number: _____ Fax Number: _____

Signature of Solid Waste Director/Manager

Date

Printed (Typed) Name and Title